

Advertisement for the Position of Communication Officer

Outsource: HR- 29

Date: 04 Apr 2024

The Outsource Agency invites online applications to fill the following post, to work at IIT Jammu on outsource basis:-

| No of post | Name of the post | Age Limit | Period of Engagement | Consolidated Salary package |
|------------|-----------------------|-----------|--|-----------------------------|
| 01 | Communication Officer | 40 years | Initially for 01 Year (yearly extendable based on the performance and requirement) | 50,000 - 75,000 per month |

Eligibility Criteria

- (i) Masters/ Bachelor degree in Journalism or Mass Communication or Equivalent 1 year of experience in Public Relations, Media, or Communications, Divisions of organizations.
- (ii) Experience in using social media tools such as Facebook, Twitter, WordPress, blogs (please attach two samples of your recent work, along with a proof of content creation/byline).
- (iii) 1 years of experience in Public Relations, Media or Communications, Divisions of organizations.

Desirable

2+ years prior experience in a communications or marketing role. Understand the best practices of main social media channels including Facebook, Instagram, Pinterest, etc. Must possess exceptional writing skills and be able to compose engaging and accurate content. Strong communicator who works well independently and with a team. Superior time management skills and the ability to juggle multiple projects simultaneously. Knowledge of Adobe Photoshop, InDesign, Graphic design, and Illustrator is an asset, Understanding of communications, public relations and marketing best practices. Ability to think strategically and identify ways to improve communication efforts. Must be resourceful and take initiative even when given minimal direction. Working experience in educational institute.

Job Description

Understanding of communications, public relations and marketing best practices. Ability to think strategically and identify ways to improve communication efforts. Must be resourceful and take initiative even when given minimal direction.

General Instructions:

- (i) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement.
- (ii) This is purely a temporary engagement, and selection does not entitle for any claim what-so-ever regularization against any regular post or any vacancy arising in future or any cadre/post on the basis of this service at the client organization, that is, IIT Jammu.
- (iii) The Outsource Agency will depute the selected candidate at IIT Jammu on outsource basis.
- (iv) Good knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows) is a must.
- (v) Only shortlisted candidates shall be called for Trade Test/Interaction evaluation. Mere qualifications may not ensure short-listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates.
- (vi) The Candidate needs to bring all the original documents for verification during Trade Test/Interaction.

Application Submission:

- (i) Candidates are required to submit online application latest by 13-04-2024 for submission of application please visit on <https://apply.iitjammu.ac.in> on behalf of outsource Agency for wider reach.
- (ii) Incomplete information shall be summarily rejected.
- (iii) Candidates must provide details of 10th or equivalent, 12th or equivalent, graduation and post-graduation qualification (if any).